

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-291

For: State and County Offices

**Farm Loan Programs (FLP) Orientation and
Credit and Financial Analysis Training (CFAT)**

Approved by: Acting Deputy Administrator, Farm Loan Programs

Alameda (Dec) Cole

1 Overview

A

Background

Any employee hired as a Farm Loan Officer (FLO) or in a Farm Loan Officer Trainee (FLOT) position must successfully complete the FLP Training Program, including orientation, CFAT, and testing. All District Directors (DD's), Farm Loan Managers (FLM's), and Farm Loan Specialists (FLS's) who have not been formally trained in credit and financial analysis shall successfully complete the CFAT and the FLP Training Program testing process. County Executive Directors (CED's) who have been designated by SED's to obtain FLP loan approval authority according to Notice FLP-282 must also successfully complete the FLP Training Program, including orientation, CFAT, and testing.

B

**FLP Training
Program**

The FLP Training Program:

- is an individually paced training program conducted onsite by FLM
- is comprised of:
 - orientation
 - 34 training modules
 - CFAT
 - actual demonstration of skills acquired (hands on)
 - testing
- shall be completed within 1 year of attending orientation.

Note: The orientation session is taught as nationwide group-paced session in a centralized location as needed.

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Disposal Date

January 1, 2004

2-25-03

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Purpose

This notice provides training information for:

- existing FLO's and designated CED's
 - to-be-hired or newly hired FLOT's
 - DD's, FLM's, and FLS's who have not been trained in credit and financial analysis.
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Contact

The State FLO Training Coordinator shall submit FSA-2131 for the orientation and CFAT sessions by FAX to Julia Jackson, Training and Development Branch, HRD, at 202-418-9131.

Observers for the orientation session shall submit FSA-2131 by FAX to Chris Greenwalt, PDEED, at 202-720-8474.

Note: FSA-2131 is available electronically at
<http://165.211.16.90/dam/ffasforms/forms.html>.

Direct questions to Chris Greenwalt, National Technical Program Coordinator, at 202-690-0431 about:

- orientation or CFAT training
 - who is eligible or required to attend each session.
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2 Orientation

A

Objective

The orientation provides participants with the following:

- overview and history of FLP's
 - types of loans available
 - terms and acronyms commonly used
 - COC's role
 - employee responsibilities
 - communication skills
 - organization of credit delivery.
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2 Orientation (Continued)

B

Participants

Participation in the orientation session is limited to employees hired as FLO's or FLOT's, and designated CED's. A limited amount of space is available for observers at each session.

Note: Observers must also complete FSA-2131.

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Orientation Schedule

Orientation sessions are being scheduled on an as-needed basis. All sessions are:

- conducted from 1 p.m. Monday through 12 p.m. Friday
 - held in a central location.
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D

Registration and Accommodations

The State FLO Training Coordinator will be notified of the date of the orientation session, hotel information, and training site. The State FLO Training Coordinator will provide the above information to the participant. Hotel reservations must be made before the cutoff date to obtain Government room rates.

The maximum per diem rate for the area will be provided with confirmation of attendance.

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3 CFAT Information

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Objective

CFAT better acquaints participants with what constitutes adequate financial data on which to base a direct or guaranteed loan decision.

B

Participants

CFAT:

- is offered to:
 - newly hired FLOT's and FLO's
 - FLM's, FLS's, and DD's who were not previously trained
 - CED's who have been designated by SED to obtain FLP loan approval authority
 - is required to obtain loan approval authority
 - has limited space per session.
-

C

Training Schedule

All sessions are:

- conducted from 1 p.m. Monday through 12 p.m. Friday
- held in a centralized location.

Evening work may be required.

D

Registration and Accommodations

Participants must complete FSA-2131 and forward it to the State FLO Training Coordinator to register for a CFAT session.

The State FLO Training Coordinator will be notified of the date of the CFAT session, hotel information, and training site. The State FLO Training Coordinator will provide the above information to the participant. Hotel reservations must be made before the cutoff date to obtain Government room rates.

The maximum per diem rate for the area will be provided with confirmation of attendance.

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3 CFAT Information (Continued)

E

Completing Training

Participants will be required to complete a post-test and obtain an acceptable score of at least 80 percent to determine proficiency. If an acceptable score is not achieved on the post-test, participants must seek further training opportunities in this area before completing the FLP Training Program or obtaining loan approval authority. Any deficiencies will be discussed with the Farm Loan Chief, SED, and the State FLO Training Coordinator, and an appropriate training plan will be developed.

4 Additional Information

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Documenting Training

Each participant shall document his or her training using CAMS.

Direct questions about processing in CAMS to the State Training Officer or Training and Development Branch (TDB), HRD at 202-418-9041.

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Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in an FLO orientation session or CFAT should notify the following of special needs when registering:

- airline and hotel if accommodations are needed for travel or lodging
 - Julia Jackson, TDB, HRD, at 202-418-9049, if accommodations are needed for the training.
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Travel Authorization

Travel for State Office participants shall be charged to Washington-controlled FLP travel. Travel costs for CED's will be paid by the State according to Notice FLP-282, subparagraph 2 D.
